

Marycarol C. White
Director



Central Purchasing

T. W. Sawyer, CPPO
Purchasing Agent

September 3, 2003

ADDENDUM NO. 1 - TO ALL OFFERORS:

Reference – Request for Proposals (RFP) No. 1343
Title: Foodservice Operations and Management Services
Dated: August 19, 2003
Date Due: October 3, 2003 @ 10:00 A.M.

Make the following changes:

SECTION II PROPOSAL FORMAT AND CONTENTS

- A. Technical Guidance for preparing Proposal
1. Meal Equivalents

CHANGE TEXT TO READ AS FOLLOWS:

For the purpose of making the meal count computation, the number of lunches/breakfasts served to children shall be determined by actual count. The Manager and THE SCHOOL DIVISION shall determine a la carte meal equivalents by dividing the a la carte revenue by the National School Lunch Program free lunch reimbursement rate:

For York County School Division - \$2.14

For Poquoson City School Division - \$2.19.

A la carte revenue shall include any adult meals and a la carte sales to students and adults and revenue from cafeteria food service vending machine sales.

2. Operating Expenses

The following definitions are provided to clarify allowable direct costs:

a., b., c. – no changes

CHANGE TEXT TO READ AS FOLLOWS:

d. other direct costs, charges and expenses necessary to perform the specific duties and obligations of the Manager under the contract including paper supplies (including decorations), other consumable supplies, equipment rental, cleaning materials, commodity handling and warehousing charges, travel as required for effective program management, uniforms, printing, taxes (if applicable) and licenses, insurance, as contractually obligated herein, office supplies, training, permit fees and permits, laundry, postage, cellular phone charges, annual maintenance contract for cafeteria management/point of sale software application package, annual maintenance contracts for cafeteria management system servers located in schools, charges and the costs of repair parts up to \$5,000 per year, and replacement of equipment and tools, up to \$10,000 per year, relative to current food service operations.

Operating Expenses shall not include: (i) Manager's overhead expenses, including area and zone supervision, general support provided by the corporate offices of the Manager, accounting, purchasing, marketing, tax, legal, research, auditing and other related administrative expenses; (ii) Manager's promotional banners, murals and



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branded signage which has not been given prior written approval by THE SCHOOL DIVISION; and (iii) the costs of labor for repair and maintenance of equipment performed by the SCHOOL DIVISION staff.

NOTE:

1. A revised RFP Appendix B COST RESPONSIBILITY DETAIL SHEET, page 2 will be forwarded separately in Addendum Number 2 or another addendum and will reflect the text stated above.
2. A revised text for RFP #1343, SECTION III, Model Contract, Section 2.11.E will be forwarded with Addendum Number 2.

RFP 1343 Appendix B

COST RESPONSIBILITY DETAIL SHEET

INSERT THE FOLLOWING TEXT AS A FOOTNOTE FOR ALL OF APPENDIX B:

Assignment of cost responsibility to "Food Service Dept" does not limit the Manager's discretion in selecting suppliers of food stuffs, materials or other listed items. Assignment of cost responsibility to "Food Service Dept" means that revenues from operations will be used to cover the cost indicated.

Appendix G – Worksheet #8

York County School Division
Food prices 03-04

Meals

CHANGE TO READ AS FOLLOWS:

	Breakfast	Lunch
Reduced price meals	\$0.30	\$0.40
Elementary full price	\$0.75	\$1.65
Middle & High full price	\$0.95	\$1.75
Value Meal Middle & High		\$2.15
Adult	\$1.05	\$2.25
Adult Value meal		\$2.65

Note: A signed acknowledgment of this addendum must be received by this office either prior to the due date and hour or attached to your proposal. Signature on this addendum does not constitute your signature on the original document. The original document must be signed also.

Sincerely,

Cathy Hodock, CPPB, VCO, Buyer II
Phone: (757) 890-3680 FAX (757)890-3689

Name of Firm

Signature/Title

Type/Print Name of person signing

Date